

Big Brothers Big Sisters of Helena

POSITION TITLE: Chief Executive Officer

Supervisor: Board of Directors

Salary: \$43,000 to \$55,000. Salary Increases will be considered annually and are determined by performance evaluation subject to agency funding levels. Benefits and monthly in-town travel stipend.

Status: Full time

Position Description

The Chief Executive is the official representative and public spokesperson for Big Brothers Big Sisters of Helena. The Chief Executive will lead the development and attainment of Big Brothers Big Sisters of Helena strategic goals. The Chief Executive is appointed by and responsible to the Board of Directors of Big Brothers Big Sisters of Helena.

Responsibilities

Strategy & Planning

- Develop and drive the strategy of the organization within the broad context of the local and national landscape; drive a collaborative process with the Board and staff; create a long term strategic plan for sustainable funding and program growth for high quality service, and 12-month operational plan and budget.
- Use performance and outcome measurement system to guide strategic and operational decision-making.

Board Development

- Cultivate a strong Board of Directors willing to lead and contribute to the development of prospects and cultivation of major donors.
- Partner with and engage the Board of Directors to leverage and secure resource and contribute expertise on short and long term strategic goals, including agency governance
- Build a diverse and inclusive Board of Directors that is representative of the community.
- Create mechanisms to communicate performance against objectives on a regular basis with the Board of Directors.

Staff Leadership and Development

- Lead, motivate and develop the staff to create engagement with the mission and are committed to working toward continual improvement of processes and performance.
- Attract and retain a high caliber staff who create value and contribute significantly to the achievement of agency objectives.
- Institute and utilize an effective performance management system for all employees that include annual objective setting and evaluation.

Fund Development

- Ensure the development and execution of a strategic and comprehensive fund development plan to move the agency toward sustainability and that identifies, cultivates, and stewards prospects and donors and enhances the short and long term diversified funding base for the agency.
- Personally build loyal and long term relationships with key donor segments based on mission, program outcomes and sound fiscal management.

Volunteer Development & Partnerships

- Ensure comprehensive marketing strategies to attract, engage and mobilize significant numbers of volunteer mentors reflecting the full diversity of the agency's community and to meet program growth goals.
- Raise the public profile of BBBSH by serving as the spokesperson and advocate for the agency, as well as a visible, visionary and influential leader in the community and throughout Montana, among government, the non-profit arena, the human/youth services arena, and BBBS of Montana, as well as BBBS of America.
- Ensure meaningful and effective partnerships with key public and private sector entities to reinforce the BBBS brand and its impact in the community.
- Develop meaningful and effective relationships with the media including press, television and radio leading to strong support.

Program Management

- Ensure programmatic excellence is achieved by establishing operational benchmarks, setting timelines and obtaining the resources needed to achieve strategic goals.
- Actively participate in nationwide initiatives, programmatic innovations, best practices and quality standards; adapt these standards to create maximum impact locally.
- Hold BBBSH accountable to agency and national standards for service delivery with a priority on child safety.
- Create a continuous quality improvement culture in the agency.

Finance and Infrastructure

- Ensure the development of all financial, facilities and operational plans including insurance; oversee implementation of budgets monitor progress/changes related to budgets.
- Guide the development of the organization's financial and technological systems to support, measure and communicate outcomes on quantitative and qualitative performance indicators.

Qualifications

- Bachelor's degree from an accredited four-year institution required.
- Proven track record of effectively leading innovative change and scaling a high-growth performance-driven organization.
- Demonstrated success in strategic outcome based planning, non-profit governance, board development, staff leadership, fundraising, partnership development and financial management
- Inclusive leadership style that endorses delegation and collaboration with clear decision-making authority.
- Strong and effective oral and written communication skills.
- Personal qualities that include integrity, commitment to the Big Brothers Big Sisters of Helena mission, and the ability to articulate an inspiring and motivating vision.
- Entrepreneurial; can point to tangible examples of having shaped and driven the processes and structures needed for an organization to get to the next stage of growth.
- General, business management experience required, non-profit experience preferred but is not necessary.
- Leadership experience in strategic planning, team building and performance management.
- Strong fund development, marketing, and public relations experience to successfully engage external stakeholders including funders, corporate partners, policy makers and communities.
- Proven track record of successfully managing and growing a geographically dispersed multi-site organization.